

**DIGITAL SKILLS FOR YOUTH SUMMER 2010 PROGRAM**

Monroe County is a community focused on entrepreneurship and technological innovation. County Executive Maggie Brooks has called for an increase in services to Monroe County residents through the use of technology. The Workforce Investment Board has adopted the Emerging Worker Model calling for a more systematic approach to serving youth while imparting critical business and technology skills through efficient programming.

Digital Skills for Youth is an initiative from RochesterWorks, Inc., and local businesses. Digital Skills for Youth will provide technical certification for youth, 16-21 years old. Youth will become “Digitally Certified” by completing a rigorous on-line curriculum and have the opportunity to partake in the New York State Wired Metrix Program over an eight-week period. Curriculum will begin on or about the week starting May 15, 2010. Ten core competencies will be explored in the following areas:

Soft Skills / Business Courses:

- Difficult People in the Workplace
- Handle Calls with Confidence and Professionalism
- The Basics of Listening
- Everyday Business Etiquette
- Analyze Your Use of Time/Time Management



Microsoft Office Applications 2003 or 2007:

- Microsoft Office Beginning Access or Web Site Design
- Microsoft Office Beginning Excel
- Microsoft Office Beginning PowerPoint
- Microsoft Office Beginning Outlook
- Microsoft Office Beginning Word

After the youth receive their certification, they become eligible for internships through participating Monroe County businesses. RochesterWorks, Inc. will support the internships by providing funding to companies for the intern’s wages as well as other program related assistance. Youth would be paid \$7.25 an hour for approximately 150 hours over a 10-week period beginning on or about July 7, 2010.

**For more information and to submit an application please contact:**

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*or*

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***Completed applications are due no later than April 9, 2010 at RochesterWorks! Career Center, 255 N. Goodman Street, Rochester, NY 14607***



**Maggie Brooks**  
*County Executive*